

Transfer Property

Information Sheet

The following information is required for all accountable property being transferred.
Please fill in **ALL** of the information and both parties sign and date material!

1. Type of property transferred: _____
2. Manufacturer: _____
3. Model Number: _____
4. Serial Number: _____
5. Department of Commerce Bar Code Number: _____
6. Current responsible owner: _____
Print or type
7. Current property location, Room # _____
8. New responsible owner: _____
Print or type
9. New property location, Room # _____

Release of property, Signature:

Current Owner

Date:

Acceptance of property, Signature:

New Owner

Date: